



**Northern Waters Library System (NWLS) and Wisconsin Valley Library Service (WVLS)
ILS Merger Exploration Process Consulting Services
October 18, 2022**

Introduction

The purpose of this proposal is to define the parameters and costs of the consulting and facilitation services WiLS will provide to the Northern Waters Library System (NWLS) and the Wisconsin Valley Library Service (WVLS) to create and document an ILS merger exploration and process. The process will include overarching meeting facilitation and support and:

- Process infrastructure development
- Information and data gathering
- Reporting on findings and recommendations

Contacts

Communication regarding this proposal should be directed to:

WiLS

Melissa McLimans
1360 Regent Street, #121
Madison, WI 53715-1255
608-515-8953
melissa@wils.org

WVLS

Katie Zimmermann
300 1st St
Wausau, WI 54403
715-261-7257
ils.admin@wvls.org

Project process and deliverables

I. Process infrastructure development

In this phase, WiLS will work with the respective system representatives to:

- Form a planning team to ensure stakeholder involvement and process transparency. The planning team will be responsible for guiding the process, reviewing findings, and developing, with support and leadership from WiLS, the recommendation report.
- Develop process principles to guide consistent and transparent decision-making.
- WiLS will create a tool to capture stakeholder feedback to be used to refine process principles.
- Develop a communication plan and calendar for each system to use to ensure open and regular communication with stakeholders.

II. Information and Data Gathering and Analysis

This phase, which will, in part, overlap with the development of process infrastructure, includes:

- A review of existing documentation, including past efforts of respective systems to merge ILS' (example: Project WIN) and efforts of other systems which have successfully merged to form a shared ILS.
- A survey of library staff to determine current perceived concerns and benefits of a merged ILS

- Focus group meetings to explore any concerns or questions in the survey results and develop a well-rounded understanding of member library needs.
 - WILS will develop focus group protocols, facilitate the meetings, and provide the planning team with notes and themes from each meeting.
 - This MOU includes costs for four virtual focus groups; if more are needed, this MOU can be amended. Each virtual focus group will cost \$525.00.
 - Costs in this proposal assume that focus groups will be virtual.
- A review of financial/budgetary information and any available ILS vendor research provided by each system.
- Research into other consortia that have merged ILS.
- Synchronous and asynchronous work with the planning team and potentially other stakeholders to craft an implementation plan should an ILS merger be recommended
- WILS will provide an analysis of all data through a slide deck of high-level findings from the survey and focus group(s) and will facilitate a “data download” and theme identification meeting with key stakeholders to review the findings and outline priorities for a final report.

III. Report of Findings and Recommendations

Using the data and information listed above, WILS will develop a report of findings and recommendations that will include:

- A description of benefits, conditions, and fiscal realities as well as concerns and barriers
- Governance strategies, best practices, and policies
- An overall budget and membership shares calculations
- Proposed streamlined suite of products and services for the joint consortium
- An implementation plan

Prior to final submission of the report, WILS will solicit feedback from member library and system staff by sharing draft findings and hosting two feedback sessions.

Costs and agreement terms

Cost Totals

Phase 1:	\$ 2,310.00
Phase 2:	\$ 9,030.00
Phase 3:	\$ 4,725.00
Total:	\$ 16,065.00

Payment Schedule

- Upon the receipt of LSTA money, WVLS will be invoiced \$2,500.00
- Upon completion of the project, WVLS will be invoiced \$13,565.00

Agreement Terms

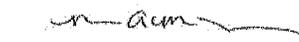
- WILS and NWLS and WVLS will work together to establish a timeline of the different activities to complete each step of the proposal. If either WILS or NWLS and WVLS need to alter the previously agreed upon timeline, such alterations should be made prior to the deadline date of the activity that will need to be rescheduled. If deadlines are repeatedly not met by NWLS and/or WVLS without communicating with WILS, WILS reserves the right to change the project timeline with NWLS and WVLS

approval of the new timeline. If the change in timeline will result in overlap with other projects to the extent that WiLS will not be able to complete the work with existing staff resources, WiLS reserves the right to delay the project to a mutually agreed upon time or to cancel the project.

- During the course of the agreement the contracting parties have the right to stop work at any time and WiLS will be paid for any work and expenses incurred through the time of cancellation.
- As part of the above costs, WiLS calculates approximately 3 hours per month of communication time with the systems to coordinate next steps, answer questions and discuss any potential changes to the project. This is beyond the meetings scheduled in the different phases of the project as documented in each phase of the proposal. Should communication be required by the system beyond this amount of time each month, WiLS will discuss with the systems either creating a communication plan to maintain communications within this time range or providing a cost estimate to provide more communication time for the project.
- There may be points during the project when information is discovered that leads to the potentially adding or removing a step or two to the process. This may lead to a potential modification of the process. If additional work is required, WiLS will provide a cost estimate.

Agreed to and accepted by:

WILS


Signature

Melissa McLimans
Name

October 18, 2022
Date

WVLS


Signature

Marla Sepnafski
Name

10/20/2022
Date